

## Deposit Batch Report



**GO TO**

BILLING>PAYMENT MANAGEMTN>CREATE DEPOSIT BATCH

### STEPS

1. Select Search Payment tab
2. Select "Insurance" in the RECEIVED FROM ENTITY drop down menu. Select the date received and select the Search button

Create Deposit Batch [HELP](#)

Deposit Batch: AMOUNT:  DEPOSIT DATE: 1/17/2019

[Add New Payment](#) [Search Payments](#) [Add to Deposit Batch](#)

Payment Search [HELP](#)

RECEIVED FROM ENTITY: Insurance

RECEIVED FROM ENTITY: Any Insurance Patient

PATIENT: Any

DATE RECEIVED: 01/17/2019 to 01/17/2019

☒ TODAY ☐ MONTH TO DATE ☐ LAST MONTH ☐ YEAR TO DATE

[Search](#) [Print](#)

PAYMENT TYPE: Any

CHECK NUMBER:

# OF CHECKS: 100

UNASSIGNED ONLY: ☒

SELF-PAY ONLY: ☐

3. Select all the checks that you entered today using the checkbox on the left of the payment ID

Results [HELP](#)

<input type="checkbox"/>	32529919	01/11/2019	AETNA	CHECK	EG12345678	\$300.00	\$300.00	<a href="#">Add To DBatch</a>	<a href="#">Upload EOB</a>
<input type="checkbox"/>	32530254	01/11/2019	AETNA	CHECK	NEWHIRE2019	\$100.00	\$0.00	<a href="#">Add To DBatch</a>	<a href="#">Upload EOB</a>
<input type="checkbox"/>	32531069	01/11/2019	AETNA	CHECK	NEWYEAR2019	\$0.00	\$0.00	<a href="#">Add To DBatch</a>	<a href="#">EOB Change EOB</a>
<input checked="" type="checkbox"/>	32590874	01/16/2019	AETNA	CHECK	NEWYEAR2019	\$300.00	\$200.00	<a href="#">Add To DBatch</a>	<a href="#">EOB Change EOB</a>
<input checked="" type="checkbox"/>	32606854	01/16/2019	AETNA	CHECK	TESTCHECK01	\$100.00	\$0.00	<a href="#">Add To DBatch</a>	<a href="#">Upload EOB</a>
TOTAL						\$6,200.00	\$5,510.00		

4. Select Add to Deposit Batch

Create Deposit Batch [HELP](#)

Deposit Batch: AMOUNT:  DEPOSIT DATE: 1/17/2019

[Add New Payment](#) [Search Payments](#) [Add to Deposit Batch](#)

Payment Search [HELP](#)

5. The system will automatically sum up all the payments posted
6. Enter the total amount in the Amount field (without commas)
7. Select Create this Deposit Batch

Create Deposit Batch HELP

Deposit Batch: AMOUNT: 1000.00 DEPOSIT DATE: 1/17/2019

<input type="checkbox"/>	DATE RECEIVED	RECEIVED FROM	AMOUNT	PAYMENT TYPE	CHECK NUMBER	EDIT PAYMENT
<input type="checkbox"/>	01/07/2019	ANTHEM BLUE CROSS BLUE SHIELD OF GEORGIA	\$100.00	CHECK	NH3LEA	<a href="#">Edit Payment</a>
<input type="checkbox"/>	01/08/2019	NEW YORK BLUE CROSS BLUE SHIELD - EMPIRE BC/BS	\$100.00	CHECK	TESTCHECK	<a href="#">Edit Payment</a>
<input type="checkbox"/>	01/11/2019	AETNA	\$300.00	CHECK	EG12345678	<a href="#">Edit Payment</a>
<input type="checkbox"/>	01/11/2019	AETNA	\$100.00	CHECK	NEWHIRE2019	<a href="#">Edit Payment</a>
<input type="checkbox"/>	01/11/2019	AETNA	\$0.00	CHECK	NEWYEAR2019	<a href="#">Edit Payment</a>
<input type="checkbox"/>	01/16/2019	AETNA	\$300.00	CHECK	NEWYEAR2019	<a href="#">Edit Payment</a>
<input type="checkbox"/>	01/16/2019	AETNA	\$100.00	CHECK	TESTCHECK01	<a href="#">Edit Payment</a>
Totals			\$1,000.00	Number of Payments: 7		

8. A deposit batch number will then be generated at the bottom of the screen

Deposit Batch 46640 has been created successfully.

Create another deposit batch

Create sub-batch for this deposit batch

9. You can review the batch by going to BILLING>PAYMENT MANAGAMENT>VIEW DEPOSIT BATCH and entering the deposit batch ID number

Patients Scheduler EMR Billing Order Tracking Documents Messaging

Claims Payment Management Reports

Create Claims Hold Queue View Claims

Create Deposit Batch View Deposit Batch View Deposit Sub-Batches Payment Entry

Activity Report Daily Collection Report Zero Pay Report Collection Report

View Deposit Batch

DEPOSIT BATCH ID: 46640

DEPOSIT DATE:

DATE CREATED: 01/01/2019 to 01/17/2019

☐ TODAY ☒ MONTH TO DATE ☐ LAST MONTH

☐ YEAR TO DATE



- This will require a user to have permission to view this area